



CONSTITUTION OF MCGILL STUDENTS FOR WORLD VISION

Ratified by SSMU Council on:

ARTICLE I: Name

1.1 McGill Students for World Vision also referred to hereinafter as the Club.

ARTICLE II: Mandate

2.1 The Club's mandate shall be to

- Assist in achieving goals set by World Vision, a Christian humanitarian organization working to create lasting change in the lives of children families and communities living in poverty;
- Raise funds in conjunction with World Vision International to provide international disaster relief and transform communities in poverty through improving areas including water and sanitation, health and hygiene, food and agriculture, education and literacy;
- Promote awareness on campus and encourage participation in International World Vision programs such as Child Sponsorship and 30 Hour Famine;
- Partner with other local organizations and campus clubs to fundraise for Canadian World Vision programs, such as female-led families.

2.2 Code of Conduct

2.2.1 The Club shall carry forth its mandate from an anti-oppressive and equitable standpoint AND equal respect shall be given to all members, including those of disadvantaged backgrounds, regardless of but not limited to gender, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.

2.2.1.1 No member shall make personal profit from the club

2.2.2 Any executive member who fails to fulfill their responsibilities shall be subject to the expulsion procedure outlined in this constitution

2.3 Student Group Civility

2.3.1 The club will maintain cordial and respectful relations with all other clubs, services and independent student groups

2.3.2 The club will not use SSMU resources and/or their club status to prevent other clubs, services or independent student groups from fulfilling their mandate, including but not limited to their acquisition of resources and pursuit of activities.

2.3.3 If problems arise between groups, a member of the executive committee and/or collective of the club shall be responsible for contacting the SSMU Vice President of Student Life and attempt to remedy the problem in a collegial fashion.

2.4 Environment

2.4.1 The club shall make attempts to regularly monitor the environmental impact of all its events and operations



- 2.4.1.1 Clubs must attempt to utilize the services and resources available at SSMU in order to maximize capacities for equitable decision-making and environmental stewardship. These include but are not limited to the use of the plate club, green events guide, applications for the SSMU Green fund, assistance of the SSMU environment commissioners, environment committee and green events coordinators
- 2.4.2 The club must attempt to find sustainable alternatives to the non-recyclable #6 plastic, effective waste management, providing vegan and vegetarian options, purchasing clothing which is ethically sourced and environmentally-friendly, purchasing local and sustainable alcohol, fair trade coffee and tea, and local and/or organic foods.

ARTICLE III: Membership

- 3.1 Membership for a club under the Students' Society of McGill University is open to all SSMU and PGSS members, including those of disadvantaged backgrounds, regardless of but not limited to gender, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.
- 3.2 Only Students' Society of McGill University (SSMU) and Post Graduate Students' Society (PGSS) members are eligible to be elected as officers and to hold voting privileges.
- 3.3 Associated non-voting membership is open to all others.

ARTICLE IV: Executive Committee

- 4.1 The Executive Committee (EC) shall administer the Club and oversee its events.
- 4.2 The EC is composed of the following five portfolios:
 1. Co-Presidents (2)
 2. Vice President Communications (1)
 3. Vice President Finance (1)
 4. Vice President Administration (1)
 5. Vice President Events (2)
 6. Vice President Sponsorship (2)
 7. Vice President Local Volunteering (1)
 8. Vice President International Volunteering (1)
- 4.3 The EC shall meet as frequently as it deems fit.
- 4.4 At least 6 of the 11 EC members must be present at an EC meeting in order for quorum to be met.

ARTICLE V: Portfolios

- 5.1 **The Co-Presidents** shall:
 - 5.1.1 Be the chief executive officers, chief representative, and chief spokesperson of the Club.
 - 5.1.2 Oversee all aspects of the club.
 - 5.1.3 Ensure the smooth running of the Club as a whole through facilitation of, and mediation with, the various EC portfolios with a vision that is consistent with the Club mandate.
 - 5.1.4 Chair all EC meetings.
 - 5.1.5 Set an example of integrity and dedication to the cause and mission of World Vision.



- 5.1.6 Select a target fundraising program with coordinators from World Vision before the starting of Fall term each year
 - 5.1.7 Co-sign all financial transactions with the Vice President Finance.
 - 5.1.8 Co-sign all minutes with the Vice President Administration.
 - 5.1.9 Serve as liaison between World Vision International and the Club to ensure sufficient communication and understanding between the two parties.
 - 5.1.10 Be responsible for communication within the EC and with the Students' Society of McGill University
- 5.2. **The Vice President Communications** shall:
- 5.2.1 Act as representative of the Club to the community within and outside of the University.
 - 5.2.2 Be responsible for developing healthy relations with student and community organizations within and outside McGill, and particularly those in the Montreal area.
 - 5.2.3 Be responsible for promoting the image of the Club to the community within and outside McGill University, through social media, Listserv, and other material (i.e. photography, graphic designs).
 - 5.2.4 Maintain the membership list of the club.
- 5.3 **The Vice President Finance** shall:
- 5.3.1 Oversee and coordinate funding for the programming activities and events of the club
 - 5.3.2 Be responsible for the collection of membership fees.
 - 5.3.3 Maintain a record of the group's total donations. Indicate gift levels where applicable.
 - 5.3.4 Be responsible for submitting the proceeds from fundraising events to World Vision International, and any other initiatives.
 - 5.3.5 Co-sign all financial transactions with the Presidents.
 - 5.3.6 Ensure the funding and financial stability of the club.
 - 5.3.7 Keep track of all financial transactions and receipts in order to prepare the bi-yearly audits for the SSMU.
- 5.4 **The Vice President Administration** shall:
- 5.4.1 Take minutes at EC and general meetings, and ensure proper distribution of all minutes
 - 5.4.2 Co-sign all minutes with the President.
 - 5.4.3 Shall be responsible for booking and arranging meeting rooms, and organizing for general meetings.
 - 5.4.4 Be responsible for contacting all portfolios for any necessary bookings pertaining to events planned
- 5.5 **The Vice President Events** shall:
- 5.5.1 Be responsible for coordinating the annual event 30 Hour Famine
 - 5.5.2 Be in charge of all the logistics of the event and overseeing the group of members involved in organizing the event
 - 5.5.3 Collect participants' donations, used and unused donation sheets, online donation confirmations and signed Disclaimer & Release forms before the event.



5.5.4 Submit all funds to Vice President Finance to be deposited to World Vision.

5.6 The Vice President Sponsorship shall:

- 5.6.1 Draft appropriate sponsorship packages
- 5.6.2 Coordinate with other VPs to address sponsorship needs
- 5.6.3 Actively contact sponsors to meet the needs of each event
- 5.6.4 Remain in close and frequent contact with club sponsors

5.7 The Vice President Local Volunteering shall:

- 5.7.1 Contact local organizations and arrange monthly volunteering opportunities
- 5.7.2 Remain in close and frequent contact with local volunteer organizations
- 5.7.3 Plan monthly sandwich distribution for local homeless

5.8 The Vice President International Volunteering shall:

- 5.8.1 Contact international NGOs
- 5.8.2 Remain in close and frequent contact with international NGOs
- 5.8.3 Plan fundraising events appropriate to trip if necessary
- 5.8.4 Acquire relevant information on bookings, trip cost, etc.
- 5.8.5 Host trip information session

ARTICLE VI: Fees

6.1 The Club's membership fee shall be by donation.

ARTICLE VII: Finances

- 7.1 The EC shall examine the financial records, and prepare an audit, complete with records of all transactions and receipts, to be submitted to the SSMU at the end of each semester
- 7.2 All club bank accounts must be kept at Scotiabank as subsections of the SSMU account
 - 7.2.1 Each account must have a minimum of two and maximum of three signing officers
 - 7.2.2 In order to receive funding of any kind from the SSMU, the club must have a Scotiabank account

ARTICLE VIII: Meetings

- 8.1 An information session will be held at the beginning of the fall term for committee recruitment.
- 8.2 Executive Meetings shall be held weekly throughout the fall and winter terms.
- 8.3 Special Meetings shall be called at any time deemed necessary by the EC and/or Committee Chair.

ARTICLE IX: Electoral Procedures

- 9.1 The Vice-President (Student Life) of SSMU or his/her representative shall be the Chief Electoral Officer (CEO) with final authority over electoral procedures and validity of results.
- 9.2 The general membership must be notified of the date of the general meeting 2 weeks in advance to the date of the General Meeting called for elections purposes.
- 9.3 Elections are to be held before March 31.
- 9.4 The Executive Committee may designate Deputy Electoral Officers (DEOs) to assist the running of elections in consultation with the CEO.



- 9.5 Elections are to be conducted by secret ballot in person.
- 9.6 Ballots must be kept in a secure place for 5 weeks after the date of voting.
- 9.7 The Vice-President (Student Life) should be notified immediately in the event of contested electoral results

ARTICLE X: Affiliations

- 10.1 The Club shall be affiliated with World Vision Canada Campus Network.

ARTICLE XI: Constitutional Amendment Procedure

- 11.1 Any member of the club may propose an amendment to the Constitution.
- 11.2 In order to amend the constitution a two-thirds majority vote at a General Meeting must be in favor of the proposed amendment.
- 11.3 All amendments shall be ratified by the SSMU council before they take effect.

ARTICLE XII: Bylaws and Policies

- 12.1 The club shall create and maintain bylaws that cover the operations of the club which are not specified in the Constitution
- 12.2 The club's bylaws shall not contravene the Constitution.

ARTICLE XIII: SSMU Constitution

- 13.1 In case of any inconsistencies between the Club Constitution and the SSMU Constitution and By-Laws, the SSMU Constitution and By-Laws shall take effect.
- 13.2 If there are any areas not covered in this Constitution, the SSMU Constitution and By-Laws shall take effect.